

	Effective Date:		09-12-2011
	Policy #:		G-26
	Supersedes:		11-15-2005
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PURPOSE

This policy clarifies the Department of Licensing and Regulatory Affairs (LARA) position regarding employment of family members and acceptable employment relationships.

DEFINITIONS

For purposes of this policy: “**Immediate family member**” means an employee’s spouse, domestic partner, children, step-children, or foster children, parents or foster parents, parents-in-law, brothers or brothers-in-law, sisters or sisters-in-law, sons/daughters in law, grandparents, grandchildren, aunts, uncles, nephews, nieces, and/or persons who’s financial or physical care is the principal responsibility of the employee.

Division: An organizational entity which has responsibility for a major portion of a bureau mission and reports directly to a director or deputy director of a bureau.

Office: An organizational entity directed by a professional position (in Group Four), with a staff of professionals responsible for a specific mission and reporting directly to a department director or deputy director.

Bureau: An organizational entity that has responsibility for a major portion of a department’s mission and is typically comprised of more than one division.

Commission: An organizational entity that is created by the *Michigan Constitution*, state statute, or Executive Order, where the appointed/elected members have collective responsibility for a mission within the overall mission of a state department or agency, or has collective responsibility for the overall mission of a state department/agency.

Agency: An organizational subdivision for which a separate Appointing Authority has been designated, including, but not limited to, a principal department, autonomous entity, agency of convenience, board, or commission.

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POLICY

A person may not be hired if their hire would result in any of the following relationships with an immediate family member already working for LARA:

- There is a direct or second-line reporting relationship, or
- The new employee will be working in the same program area and in the same work site as an immediate family member, or
- The new employee will occupy positions in the same “decision making” process as the immediate family member which would compromise internal controls (i.e. decisions regarding approval of contract, payment of fees, acceptance of proposals)

STANDARDS

- No one involved in the recruitment and selection process shall be an immediate family member of a prospective candidate.
- An applicant will not be hired if any of the three conditions stated in “Policy” above exist.
- During the initial interview, hiring officials shall ask applicants if they have relatives working in the division, office, bureau, commission or agency. If the selected candidate has a relative currently working in the division, office, bureau, commission or agency and there is any question if the hiring of the candidate will be a conflict, the Director of Human Resources must approve the hire before an offer of employment is made.
- Supervisors shall not supervise immediate family members or individuals where there may be a conflict of interest including conflicts that arise from personal relationships.

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- Employees who work in the same division, office, bureau, commission or agency and marry, may be reassigned at the discretion of the division, office or bureau, commission or agency director in accordance with contractual provisions, if applicable.
- This policy relates to the new hiring of LARA employees. Those employees currently in the Department who are being considered for promotion will be reviewed and approved by the Office of Human Resources before a promotion is offered.

ENFORCEMENT

An applicant who withholds or gives false information regarding personal relationships may be terminated.

A supervisor who knowingly violates this policy is subject to disciplinary action.